

CASAS Competencies

Essential Life and Work Skills for Youth and Adults



The *CASAS Competencies* along with the *CASAS Content Standards* form the basis of the CASAS integrated assessment and curriculum management system.

The *CASAS Competencies* identify more than 360 essential life skills that youth and adults need to be functionally competent members of their community, their family, and the workforce.

The *CASAS Content Standards* identify the underlying basic skills at specific proficiency levels that should be taught in the context of *CASAS Competencies*. The *CASAS Content Standards* for reading, listening, and math are available at www.casas.org.

The competencies are relevant across the full range of instructional levels, from beginning literacy through high school completion including transition to postsecondary education and training.

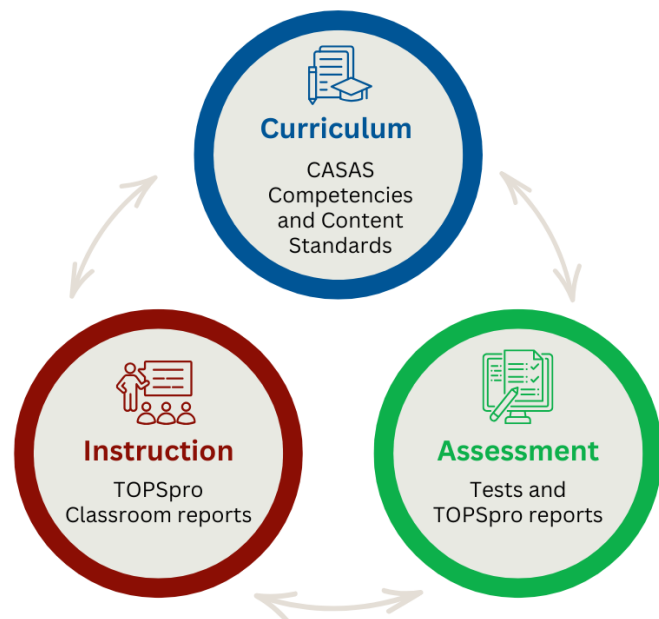
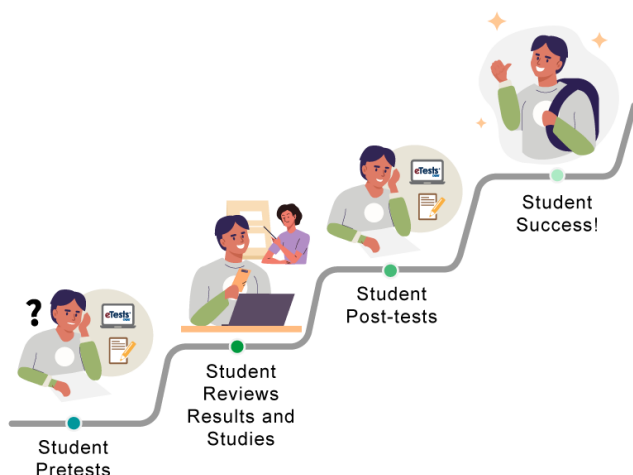
They cover nine broad content areas:

- Basic Communication
- Community Resources
- Consumer Economics
- Health
- Employment
- Government and Law
- Math
- Learning and Thinking Skills
- Independent Living

These critical competencies provide instructional objectives for curriculum, direct links to test content for monitoring student learning, criteria for program evaluation, and a referencing system for instructional materials. Based on field research – which began in 1980 – and recommendations from education providers, learners, business and industry representatives, and community-based agencies, the competencies have been regularly updated and validated at state and national levels. Studies conducted in several states show strong, direct links between CASAS competencies and learner needs. CASAS is a standards-based system that has been and will continue to be correlated to national and state-level standards. See www.casas.org for additional information.

Using CASAS competencies in curriculum, assessment, and instruction

CASAS assessments measure the attainment of basic reading, math, listening, speaking, and writing skills in contexts that learners would expect to encounter in everyday situations. Assessment results provide feedback to learners and instructors to target further instruction. Incorporating *CASAS Competencies and Content Standards* into curriculum and using the CASAS assessment system can help adult education programs better meet learner, community, and program needs and fulfill federal, state, and local reporting requirements.



The CASAS resource *QuickSearch* lists more than 2,300 print, audio, visual and computer-based instructional materials, and correlates them to the *CASAS Competencies*. Through the competencies, educators and trainers can identify curriculum materials that target specific learning needs at appropriate instructional levels. See the [CASAS catalog](#) or www.casas.org for more information.

0. Basic Communication

0.1 Communicate in interpersonal interactions

- 0.1.1 Identify or use appropriate non-verbal behavior (e.g., handshaking)
- 0.1.2 Understand or use appropriate language for informational purposes (e.g., to identify, describe, ask for information, state needs, agree or disagree)
- 0.1.3 Understand or use appropriate language to influence or persuade (e.g., to caution, advise, persuade, negotiate)
- 0.1.4 Understand or use appropriate language in general social situations (e.g., to greet, introduce, thank, apologize)
- 0.1.5 Interact effectively in the classroom
- 0.1.6 Clarify or request clarification
- 0.1.7 Understand, follow or give instructions, including commands and polite requests (e.g., Do this; Will you do this?)
- 0.1.8 Understand or use appropriate language to express emotions and states of being (e.g., happy, hungry, upset)

0.2 Communicate regarding personal information

- 0.2.1 Respond appropriately to common personal information questions
- 0.2.2 Complete a personal information form
- 0.2.3 Interpret or write a personal note, invitation, or letter
- 0.2.4 Converse about daily and leisure activities and personal interests

1. Consumer Economics

1.1 Use measurement and money

- 1.1.1 Interpret advertisements, labels, charts, and price tags in selecting goods and services
- 1.1.2 Compare price, quality, and product information to determine the best buys for goods and services
- 1.1.3 Compute discounts
- 1.1.4 Interpret or compute unit pricing
- 1.1.5 Interpret letters, articles, and information about consumer-related topics
- 1.1.6 Count, convert, and use coins and currency, and recognize symbols such as (\$) and (.)
- 1.1.7 Identify product containers and related units of measure
- 1.1.8 *See 6.0 Math, and Math Content Standards*
- 1.1.9 *See 1.2.1*

1.2 Use information to identify and purchase goods and services

- 1.2.1 Interpret advertisements, labels, charts, and price tags in selecting goods and services
- 1.2.2 Compare price, quality, and product information to determine the best buys for goods and services
- 1.2.3 Compute discounts
- 1.2.4 Interpret or compute unit pricing
- 1.2.5 Interpret letters, articles, and information about consumer-related topics
- 1.2.6 Identify places to purchase goods and services, including the Internet
- 1.2.7 Interpret information or directions to locate merchandise
- 1.2.8 Identify common food items
- 1.2.9 Identify common articles of clothing

1.3 Understand methods and procedures used to purchase goods and services

- 1.3.1 Identify, compare and use methods for purchasing goods and services, including online purchasing
- 1.3.2 Interpret credit applications
- 1.3.3 Make returns, exchanges, and customer service requests
- 1.3.4 Use catalogs and order forms to purchase goods and services
- 1.3.5 Use coupons to purchase goods and services
- 1.3.6 Use automated devices (e.g., ticket machines, self-checkout) to make purchases and payments
- 1.3.7 *See 1.2.7*
- 1.3.8 *See 1.2.8*
- 1.3.9 *See 1.2.9*

1.4 Understand methods and procedures to obtain housing and related services

- 1.4.1 Identify different kinds of housing, areas of the home, and common household items
- 1.4.2 Select appropriate housing by reading ads, signs, and other information, and by making inquiries
- 1.4.3 Interpret lease and rental documents
- 1.4.4 Interpret information to obtain, maintain, or cancel housing utilities
- 1.4.5 Interpret information about tenant and landlord rights and obligations
- 1.4.6 Interpret information about purchasing a home, including loans and insurance
- 1.4.7 Communicate maintenance needs and housing problems to a landlord or property manager
- 1.4.8 Recognize home theft and fire prevention measures

1.5 Understand how to manage household finances

- 1.5.1 Interpret information about personal and family budgets
- 1.5.2 Consider need, affordability, and long-term implications in making purchases
- 1.5.3 Interpret bills

1.6 Understand consumer protection measures

- 1.6.1 Interpret food packaging labels such as expiration dates (see also 1.2.1, 3.5.1)
- 1.6.2 Identify consumer protection resources concerning business practices and solicitations
- 1.6.3 Identify procedures the consumer can follow if merchandise or service is unsatisfactory
- 1.6.4 Interpret sales receipts
- 1.6.5 Identify and interpret advertising, offers, junk mail and other marketing materials, including claims and disclaimers
- 1.6.6 Interpret information about consumer privacy rights and policies
- 1.6.7 Identify risks such as identity theft and ways to safeguard personal and financial information

1.7 Understand procedures for the care, maintenance, and use of personal possessions

- 1.7.1 Interpret product guarantees and warranties
- 1.7.2 Interpret clothing care labels
- 1.7.3 Interpret operating instructions, directions, or labels for consumer products (see also 3.4.1)
- 1.7.4 Interpret maintenance procedures for household appliances and personal possessions
- 1.7.5 Interpret information to obtain repairs
- 1.7.6 Place a notice or ad to sell items

1.8 Demonstrate financial literacy skills

- 1.8.1 Demonstrate ability to use and manage savings and checking accounts, including services such as ATMs, direct deposit, debit card purchasing, and online banking
- 1.8.2 See 1.8.1
- 1.8.3 Interpret information about types of bank accounts, including fees and interest
- 1.8.4 Interpret information about the types of loans available through lending institutions
- 1.8.5 Interpret information about investments and financial planning, including type and purpose of investments
- 1.8.6 Interpret information about credit and debt, including interest rates, payment terms and credit reports (see also 1.3.2)
- 1.8.7 Identify and use services to send money or exchange currency

1.9 Understand how to purchase and maintain an automobile and interpret driving regulations

- 1.9.1 Interpret highway and traffic signs and signals, including parking information (see also 2.2.2)
- 1.9.2 Identify driving regulations and procedures to obtain a driver's license
- 1.9.3 Compute mileage and gasoline consumption
- 1.9.4 See 2.2.5
- 1.9.5 Interpret information related to the selection and purchase of a car
- 1.9.6 Interpret information related to automobile maintenance
- 1.9.7 Identify procedures and report information regarding automobile accidents and emergencies
- 1.9.8 Interpret information about automobile insurance
- 1.9.9 Identify types of vehicles and basic car parts and features, including safety equipment

2. Community Resources**2.1 Use the telephone and similar communication systems**

- 2.1.1 Use a telephone directory
- 2.1.2 Identify emergency numbers and place emergency calls (see also 2.5.1)
- 2.1.3 See 2.3.5
- 2.1.4 Interpret information related to telephone, cable, and other communications services, including plans, rates and billing
- 2.1.5 Dropped
- 2.1.6 Interpret information about using a pay telephone and phone cards
- 2.1.7 Take, interpret, and leave telephone messages
- 2.1.8 Use a telephone or similar device to make and receive calls and for other functions

2.2 Understand how to locate and use different types of transportation and interpret travel-related information

- 2.2.1 Ask for, give, follow, or clarify directions to a place or location, including reading signs
- 2.2.2 Recognize and use signs related to public transportation (see also 1.9.1)
- 2.2.3 Identify or use different types of transportation in the community, and interpret traffic information
- 2.2.4 Interpret transportation schedules, fares, and payment procedures
- 2.2.5 Use maps relating to travel needs, including Internet-based map systems
- 2.2.6 Identify and interpret documentation requirements for travel, including applying for documents and completing forms
- 2.2.7 Interpret and follow security policies and procedures, and regulations related to travel and transport

2.3 Understand concepts of time and weather

- 2.3.1 Interpret clock time
- 2.3.2 Identify the months of the year and the days of the week
- 2.3.3 Interpret information about weather conditions
- 2.3.4 Interpret and write dates
- 2.3.5 Interpret information about time zones

2.4 Use mailing and shipping services

- 2.4.1 Address items for mailing
- 2.4.2 Identify options for mailing and shipping, and interpret rates and types of services

- 2.4.3 Interpret postal service and other forms associated with mailing and shipping
- 2.4.4 Purchase stamps and other postal items and services
- 2.4.5 Interpret procedures for tracking shipments
- 2.4.6 Interpret a postal money order form
- 2.4.7 Interpret postal regulations and mailing and shipping procedures and requirements

2.5 Use community agencies and services

- 2.5.1 Locate and utilize services of agencies that provide emergency help
- 2.5.2 Access governmental social services, e.g., Social Security, Medicare, welfare programs
- 2.5.3 See 3.1.3
- 2.5.4 See 2.2.1
- 2.5.5 See 2.8
- 2.5.6 Use library services
- 2.5.7 See 5.4.5
- 2.5.8 Identify community organizations and their purpose and functions
- 2.5.9 Identify and use child care services in the community

2.6 Use leisure time resources and facilities

- 2.6.1 Interpret information about recreational and entertainment facilities and activities
- 2.6.2 Locate information in TV, movie, and other entertainment listings
- 2.6.3 Locate and Interpret information in order to plan for recreational activities and other events
- 2.6.4 Interpret and order from restaurant and fast food menus, and compute costs

2.7 Understand aspects of society and culture

- 2.7.1 Interpret information about holidays
- 2.7.2 Interpret information about ethnic groups, cultural groups, and language groups
- 2.7.3 Interpret information about social issues
- 2.7.4 Interpret information about religion
- 2.7.5 Interpret literary materials such as poetry and literature
- 2.7.6 Interpret materials related to the arts, such as fine art, music, drama, and film
- 2.7.7 Obtain and interpret news from a variety of media sources (see also 7.6)
- 2.7.8 Identify societal influences such as the media, popular culture, politics, and religion, and how they affect people's perceptions, attitudes, and actions (see also 7.6)
- 2.7.9 Identify similarities and differences between cultures and how these affect interpersonal and social relations and adaptation to a new cultural environment

2.8 Understand how to access and use educational systems and services

- 2.8.1 Interpret information about the educational system, from early childhood to post-secondary
- 2.8.2 Identify, evaluate, and access schools and other learning resources
- 2.8.3 Locate and interpret information related to classes, schedules, programs, faculty, facilities, etc.
- 2.8.4 Interpret policies and procedures of educational institutions regarding attendance, grades, conduct, student rights, etc.
- 2.8.5 Interpret school-related forms, such as registration and application forms
- 2.8.6 Interpret information from schools and communicate with school personnel
- 2.8.7 Interpret information about educational support services, such as counseling, accommodations, and financial aid, and identify ways to access them
- 2.8.8 Interpret information related to student and school performance, and identify ways to promote change
- 2.8.9 Identify ways to get involved or volunteer in an educational setting

3. Health

3.1 Understand how to access and use the health care system

- 3.1.1 See 3.6.1, 3.6.3, 3.6.4
- 3.1.2 Identify information necessary to make or keep medical and dental appointments
- 3.1.3 Identify and use health care services and facilities, including interacting with staff
- 3.1.4 Identify common types of medical and health practitioners and specialists
- 3.1.5 Identify and access counseling services
- 3.1.6 Interpret information about health care plans, insurance, and benefits
- 3.1.7 Interpret information about patient rights, such as confidentiality and health care decisions

3.2 Understand forms related to health care

- 3.2.1 Fill out medical health history forms
- 3.2.2 See 3.4.6
- 3.2.3 Interpret forms associated with health insurance
- 3.2.4 Interpret medical bills

3.3 Understand how to select and use medications

- 3.3.1 Identify and use appropriate medications, including prescription, over-the-counter, and generic medications
- 3.3.2 Interpret medicine labels (see also 3.3.1)

3.3.3 See 3.3.1

3.3.4 Interpret information on medications and their proper and safe use

3.4 Understand basic safety measures and health risks

3.4.1 Interpret product label directions and safety warnings (see also 1.7.3)

3.4.2 Identify safety measures that can prevent accidents and injuries

3.4.3 Interpret procedures for simple first-aid

3.4.4 Interpret information about AIDS and other sexually transmitted diseases (see also 3.6.3)

3.4.5 Recognize problems related to drugs, tobacco, and alcohol and identify where treatment may be obtained

3.4.6 Interpret immunization requirements

3.4.7 Interpret health and danger alerts

3.4.8 Interpret information regarding disaster preparedness

3.5 Understand basic principles of health maintenance

3.5.1 Interpret information about nutrition, including food labels (see also 1.6.1)

3.5.2 Identify a healthy diet

3.5.3 Identify how to handle, prepare and store food safely

3.5.4 Identify practices that promote dental health

3.5.5 Identify practices that promote cleanliness and hygiene

3.5.6 Interpret information and identify agencies that assist with family planning

3.5.7 (see also 3.1.3)

3.5.8 See 2.8.2, 3.6.5

3.5.9 Interpret information about mental health, including psychological problems and conditions, and stress management

3.5.10 Identify practices that help maintain good health, such as regular checkups, exercise, and disease prevention measures (see also 3.5.2)

3.6 Understand basic health and medical information

3.6.1 Identify parts of the body

3.6.2 Interpret medical-related vocabulary (e.g., X-ray, blood test)

3.6.3 Interpret information about illnesses, diseases, and health conditions, and their symptoms

3.6.4 Communicate with a doctor or other medical staff regarding condition, diagnosis, treatment, concerns, etc., including clarifying instructions

3.6.5 Interpret information on the development, care, and health and safety concerns of children

3.6.6 Interpret information about health issues related to aging

3.6.7 Interpret information about sexuality

3.6.8 Interpret information about medical procedures and the considerations and risks involved

3.6.9 Interpret and critically assess health and medical-related information from public sources such as the Internet

4. Employment

4.1 Understand basic principles of getting a job

4.1.1 Interpret governmental forms related to seeking work, such as applications for Social Security (see also 2.5.2)

4.1.2 Follow procedures for applying for a job, including interpreting and completing job applications, résumés, and letters of application

4.1.3 Identify and use sources of information about job opportunities such as job descriptions, job ads, and online searches, and about the job market

4.1.4 Identify and use information about training opportunities (see also 2.8.2)

4.1.5 Identify how to interview appropriately for a job

4.1.6 Interpret general work-related vocabulary (e.g., supervisor, shift)

4.1.7 Identify appropriate behavior and attitudes for getting a job

4.1.8 Identify common occupations and the skills and education required for them

4.1.9 Identify procedures for career planning, including self-assessment

4.2 Understand wages, benefits, employee rights, and concepts of employee organizations

4.2.1 Interpret wages, deductions, pay statements, and timekeeping forms

4.2.2 Interpret information about employee organizations

4.2.3 Interpret employment contract and union agreements

4.2.4 Interpret employee handbooks, personnel policies, and job manuals

4.2.5 Interpret information about employee benefits

4.2.6 Interpret information about legal rights of employees, including issues such as discrimination and sexual harassment

4.3 Understand work-related safety standards and procedures

4.3.1 Interpret safety signs found in the workplace

4.3.2 Interpret safe work procedures, safety manuals, and related information such as ergonomic requirements

4.3.3 Identify common safety equipment and safe work attire

4.3.4 Report unsafe working conditions and work-related accidents, injuries, and damages

4.4 Understand concepts and materials related to job performance and training

- 4.4.1 Identify appropriate behavior, attire, attitudes, and social interaction, and other factors that affect job retention and advancement
- 4.4.2 Identify appropriate skills and education for keeping a job and getting a promotion
- 4.4.3 Interpret job-related signs, charts, diagrams, forms, and procedures, and record information on forms, charts, checklists, etc. (see also 4.3.1)
- 4.4.4 Interpret job responsibilities and performance reviews
- 4.4.5 Identify job training needs and set learning goals
- 4.4.6 Interpret work specifications and quality standards
- 4.4.7 Demonstrate the ability to apply or transfer skills learned in one job situation to another
- 4.4.8 Interpret job-related technical information, such as from service manuals and training classes

4.5 Effectively use common workplace tools and technology

- 4.5.1 Identify and use common tools, equipment, machines, and materials required for one's job
- 4.5.2 Demonstrate ability to enter information using keyboards, keypads, and other devices
- 4.5.3 See 4.7.5
- 4.5.4 Demonstrate use of common business machines
- 4.5.5 Demonstrate the ability to use a computer in performing work tasks
- 4.5.6 Demonstrate ability to select, set up, and apply appropriate technology for a given task
- 4.5.7 Demonstrate ability to troubleshoot and resolve problems with machines and to follow proper maintenance procedures

4.6 Communicate effectively in the workplace

- 4.6.1 Follow, clarify, give, or provide feedback to instructions; give and respond appropriately to criticism
- 4.6.2 Interpret and write work-related correspondence, including notes, memos, letters, and e-mail
- 4.6.3 Interpret written workplace announcements and notices (see also 4.4.3)
- 4.6.4 Report progress on activities, status of assigned tasks, and problems and other situations affecting job completion
- 4.6.5 Select and analyze work-related information for a given purpose and communicate it to others orally or in writing

4.7 Effectively manage workplace resources

- 4.7.1 Interpret or prepare a work-related budget, including projecting costs, keeping detailed records, and tracking status of expenditures and revenue
- 4.7.2 Identify or demonstrate effective management of material resources, including acquisition, storage, and distribution
- 4.7.3 Identify or demonstrate effective management of human resources, including assessing skills, making appropriate work assignments, and monitoring performance
- 4.7.4 Identify, secure, evaluate, process, and/or store information needed to perform tasks or keep records
- 4.7.5 Demonstrate ability to use a filing system or other ordered system (e.g., coded or numbered)

4.8 Demonstrate effectiveness in working with other people

- 4.8.1 Demonstrate ability to work cooperatively with others as a member of a team, contributing to team efforts, maximizing the strengths of team members, promoting effective group interaction, and taking personal responsibility for accomplishing goals
- 4.8.2 Identify ways to learn from others and to help others learn job-related concepts and skills
- 4.8.3 Demonstrate effective communication skills in working with customers and clients
- 4.8.4 Demonstrate initiative and resourcefulness in meeting the needs and solving the problems of customers
- 4.8.5 Demonstrate leadership skills, including effectively communicating ideas or positions, motivating and respecting others, and responsibly challenging existing policies
- 4.8.6 Demonstrate negotiation skills in resolving differences, including presenting facts and arguments, recognizing differing points of view, offering options, and making compromises
- 4.8.7 Identify and use effective approaches to working within a multicultural workforce, including respecting cultural diversity, avoiding stereotypes, and recognizing concerns of members of other ethnic and gender groups

4.9 Understand how organizational systems function, and operate effectively within them

- 4.9.1 Identify the formal organizational structure of one's work environment
- 4.9.2 Identify an organization's goals and priorities, and factors that affect its operation
- 4.9.3 Identify sources of information and assistance, and access resources within a system
- 4.9.4 Assess the operation of a system or organization and make recommendations for improvement, including development of new systems

5. Government and Law**5.1 Understand voting and the political process**

- 5.1.1 Identify voter qualifications
- 5.1.2 Interpret a voter registration form
- 5.1.3 Interpret a ballot
- 5.1.4 Interpret information about electoral politics, political parties, and candidates
- 5.1.5 Interpret information about special interest groups

- 5.1.6 Identify, interpret, and express opinions on political and other public issues
- 5.1.7 Identify how to contact public officials about issues and concerns

5.2 Understand historical and geographical information

- 5.2.1 Interpret information about U.S. history
- 5.2.2 Identify or interpret U.S. historical documents
- 5.2.3 Interpret information about world history
- 5.2.4 Interpret information about U.S. states, cities, geographical features, and points of interest
- 5.2.5 Interpret information about world geography
- 5.2.6 Identify the U.S. flag, other national symbols, and principal monuments

5.3 Understand an individual's legal rights and responsibilities and procedures for obtaining legal advice

- 5.3.1 Interpret common laws and ordinances, and legal forms and documents
- 5.3.2 Identify individual legal and civil rights and procedures for obtaining legal advice
- 5.3.3 Interpret basic court procedures
- 5.3.4 See 1.6.2, 1.6.6
- 5.3.5 See 5.3.7
- 5.3.6 Interpret information or identify requirements for establishing residency and/or obtaining citizenship
- 5.3.7 Identify common infractions and crimes, and legal consequences
- 5.3.8 Identify procedures for reporting a crime
- 5.3.9 Identify rights, responsibilities, and legal obligations in domestic relationships (e.g., parental, spousal) and how to report problems

5.4 Understand information about taxes and fees

- 5.4.1 Interpret and complete income tax forms
- 5.4.2 Identify or compute sales tax
- 5.4.3 Interpret tax tables (see also 5.4.1)
- 5.4.4 Interpret tax information from articles and publications
- 5.4.5 Interpret permit and license requirements (see also 1.9.2)

5.5 Understand the functions of government

- 5.5.1 Interpret information about international affairs
- 5.5.2 Interpret information about the legislative branch and its activities
- 5.5.3 Interpret information about the judicial branch and its activities
- 5.5.4 Interpret information about the executive branch and its activities
- 5.5.5 Interpret information about the military
- 5.5.6 Interpret information about law enforcement
- 5.5.7 Interpret information about local policy-making groups
- 5.5.8 Identify local, state and federal government leaders
- 5.5.9 Interpret information about the structure of government and the political system, including federal, state, and local

5.6 Understand civic responsibilities and activities

- 5.6.1 Interpret information about neighborhood or community problems and their solutions
- 5.6.2 Interpret information about civic organizations and public service groups
- 5.6.3 Identify civic responsibilities such as voting, jury duty, and paying taxes
- 5.6.4 Identify ways of conserving resources, including recycling and using energy efficiently
- 5.6.5 Identify volunteer agencies and opportunities in the community

5.7 Understand issues related to science and ethics

- 5.7.1 Interpret information related to environmental issues
- 5.7.2 Interpret information related to energy issues
- 5.7.3 Interpret information about issues related to natural sciences, such as biology
- 5.7.4 Interpret information related to technological issues
- 5.7.5 Interpret information about issues related to social sciences, such as psychology
- 5.7.6 Interpret information related to ethical and philosophical issues

5.8 Understand concepts of economics

- 5.8.1 Interpret economic information and statistics
- 5.8.2 Interpret information on economic issues and trends
- 5.8.3 Interpret information on world economic systems

6. Math

See also Math Content Standards

6.0 Demonstrate pre-computation skills

- 6.0.1 Identify and classify numeric symbols
- 6.0.2 Count and associate numbers with quantities, including recognizing correct number sequencing
- 6.0.3 Identify information needed to solve a given problem
- 6.0.4 Determine appropriate operation to apply to a given problem
- 6.0.5 Demonstrate use of a calculator.

6.1 Compute using whole numbers

- 6.1.1 Add whole numbers
- 6.1.2 Subtract whole numbers
- 6.1.3 Multiply whole numbers
- 6.1.4 Divide whole numbers
- 6.1.5 Perform multiple operations using whole numbers

6.2 Compute using decimal fractions

- 6.2.1 Add decimal fractions
- 6.2.2 Subtract decimal fractions
- 6.2.3 Multiply decimal fractions
- 6.2.4 Divide decimal fractions
- 6.2.5 Perform multiple operations using decimal fractions
- 6.2.6 Convert decimal fractions to common fractions or percents

6.3 Compute using fractions

- 6.3.1 Add common or mixed fractions
- 6.3.2 Subtract common or mixed fractions
- 6.3.3 Multiply common or mixed fractions
- 6.3.4 Divide common or mixed fractions
- 6.3.5 Perform multiple operations using common or mixed fractions
- 6.3.6 Convert common or mixed fractions to decimal fractions or percents
- 6.3.7 Identify or calculate equivalent fractions

6.4 Compute with percents, rate, ratio, and proportion

- 6.4.1 Apply a percent to determine amount of discount
- 6.4.2 Apply a percent in a context not involving money
- 6.4.3 Calculate percents
- 6.4.4 Convert percents to common, mixed, or decimal fractions
- 6.4.5 Use rate to compute increase or decrease
- 6.4.6 Compute using ratio or proportion

6.5 Use expressions, equations, and formulas

- 6.5.1 Recognize and evaluate simple consumer formulas
- 6.5.2 Recognize and apply simple geometric formulas
- 6.5.3 Recognize and apply simple algebraic formulas
- 6.5.4 Recognize and evaluate logical statements

6.6 Demonstrate measurement skills

- 6.6.1 Convert units of U.S. standard measurement and metric system
- 6.6.2 Recognize, use, and measure linear dimensions, geometric shapes, or angles
- 6.6.3 Measure area and volume of geometric shapes
- 6.6.4 Use or interpret measurement instruments, such as rulers, scales, gauges, and dials
- 6.6.5 Interpret diagrams, illustrations, and scale drawings
- 6.6.6 Calculate with units of time
- 6.6.7 Solve measurement problems in stipulated situations
- 6.6.8 Interpret mechanical concepts or spatial relationships
- 6.6.9 Use or interpret switches and controls

6.7 Interpret data from graphs and compute averages

- 6.7.1 Interpret data given in a line graph
- 6.7.2 Interpret data given in a bar graph
- 6.7.3 Interpret data given in a picture graph
- 6.7.4 Interpret data given in a circle graph
- 6.7.5 Compute averages, medians, or modes

6.8 Use statistics and probability

- 6.8.1 Interpret statistical information used in news reports and articles
- 6.8.2 Interpret statements of probability

6.9 Use estimation and mental arithmetic

- 6.9.1 Use computation short cuts
- 6.9.2 Estimate answers

7. Learning and Thinking Skills**7.1 Identify or demonstrate effective skills and practices in accomplishing goals**

- 7.1.1 Identify and prioritize personal, educational, and workplace goals (see also 4.4.5)
- 7.1.2 Demonstrate an organized approach to achieving goals, including identifying and prioritizing tasks and setting and following an effective schedule
- 7.1.3 Demonstrate initiative and persistence in accomplishing goals
- 7.1.4 Establish, maintain, and use a system of personal organization, such as paper or electronic files, calendars, and checklists (see also 4.7.5)

7.2 Demonstrate ability to use critical thinking skills

- 7.2.1 Identify and paraphrase pertinent information
- 7.2.2 Analyze a situation, statement, or process, identifying component elements and causal and part/whole relationships
- 7.2.3 Make comparisons, differentiating among, sorting, and classifying items, information, or ideas
- 7.2.4 Identify or make inferences through inductive and deductive reasoning to hypothesize, predict, conclude, and synthesize
- 7.2.5 Evaluate a situation, statement, or process, assembling information and providing evidence, making judgments, examining assumptions, and identifying contradictions
- 7.2.6 Generate ideas using various approaches, such as brainstorming
- 7.2.7 Consider factors involved in making decisions, such as goals, constraints, consequences, alternatives, and input from others
- 7.2.8 Demonstrate abstract thinking, such as understanding symbolism and metaphors

7.3 Demonstrate ability to use problem-solving skills

- 7.3.1 Identify a problem and its possible causes
- 7.3.2 Devise and implement a solution to an identified problem
- 7.3.3 Evaluate the outcome of an implemented solution and suggest modifications to the solution as needed
- 7.3.4 Use problem-solving strategies, such as breaking down the problem into component parts and generating alternative or creative solutions

7.4 Demonstrate study skills

- 7.4.1 Identify and use effective study strategies
- 7.4.2 Take notes or write a summary or an outline
- 7.4.3 Identify and use strategies for remembering information
- 7.4.4 Identify, evaluate and use appropriate informational resources, including the Internet (see also 4.9.3)
- 7.4.5 Use reference materials, such as dictionaries and encyclopedias
- 7.4.6 Use an index or table of contents
- 7.4.7 Identify and use test-taking skills and strategies
- 7.4.8 Interpret visual representations, such as symbols, blueprints, flowcharts, and schematics (see also 6.6.5)
- 7.4.9 Identify personal learning style

7.5 Understand aspects of and approaches to effective personal management

- 7.5.1 Identify personal values, qualities, interests, abilities, and aptitudes
- 7.5.2 Identify or use strategies to develop a positive attitude and self-image, and self-esteem
- 7.5.3 Identify or use strategies to cope with negative feedback
- 7.5.4 Identify sources of stress, and resources for stress reduction
- 7.5.5 Identify personal, family, and work responsibilities, and ways to accommodate them and deal with related problems
- 7.5.6 Identify or use strategies for communicating more successfully
- 7.5.7 Identify constructive ways of dealing with change, including showing flexibility and adaptability, and updating skills

7.6 Demonstrate the ability to view the media critically

- 7.6.1 Identify the different forms of media, sources and purposes of media messages, and how content is determined and shaped
- 7.6.2 Interpret literal and indirect media messages and the influence of factors such as popular culture and sensationalism
- 7.6.3 Distinguish fact from opinion, fiction from non-fiction, and point of view in media messages and presentations
- 7.6.4 Interpret rating systems for media content

7.7 Demonstrate the ability to use information and communication technology

- 7.7.1 Identify common information and communication technology and other electronic devices and their uses, and how they work together

- 7.7.2 Demonstrate basic skills in using a computer, including using common software applications
- 7.7.3 Demonstrate ability to use the Internet
- 7.7.4 Demonstrate ability to use e-mail and other messaging systems
- 7.7.5 Identify safe and responsible use of information and communication technology
- 7.7.6 Interpret operating and maintenance procedures for information and communication equipment and devices

8. Independent Living

8.1 Perform self-care skills

- 8.1.1 Recognize and/or demonstrate hygiene and grooming skills (see 3.5.5)
- 8.1.2 Recognize and/or demonstrate dressing skills
- 8.1.3 Recognize and/or demonstrate dining skills and manners
- 8.1.4 Recognize and/or demonstrate selection and care of clothing and personal property

8.2 Perform home-care skills

- 8.2.1 Recognize and/or demonstrate meal and snack preparation tasks and activities (see 1.1.1, 3.5.2)
- 8.2.2 Recognize and/or demonstrate dishwashing and meal clean-up activities (see 3.5.5)
- 8.2.3 Recognize and/or demonstrate housekeeping and house cleaning tasks
- 8.2.4 Recognize and/or demonstrate laundry skills and related clothing-care skills (see 1.7.2, 1.7.3)
- 8.2.5 Recognize and/or demonstrate yard and garden tasks and activities
- 8.2.6 Recognize and/or demonstrate general household repair and maintenance (see 1.4.7, 1.7.4)

8.3 Use support services to assist in maintaining independence and achieving community integration

- 8.3.1 Identify and interact with persons in the home environment who can provide support in achieving goals (e.g., family, friends, caregivers)
- 8.3.2 Identify and interact with persons in the community who can provide support in achieving goals (e.g., neighbors, contacts from human service agencies and recreation facilities)